

## **City of Harrington Position Description**

**CLASS TITLE:** Administrative Financial Assistant / Human Resources

**DEPARTMENT:** ADMINISTRATION

**DATE:** April 6, 2017

### **SUMMARY STATEMENT**

Performs a variety of routine and complex professional, Human Resource functions to include accounts receivable and accounts payable duties for the City. Must be able to perform job duties with little or no direct supervision. Confidentiality is an important part of this position.

### **DESCRIPTION**

#### **Essential Duties and Responsibilities:**

- Serves as a liaison with the public, clients, staff and others to exchange information and explain services, laws, rules, regulations, policies and procedures via telephone or in person.
- Must be familiar with employee benefits, payroll, pension, worker's compensation and all other duties associated with the welfare of the employees.
- Make contact with insurance companies to keep up with insurance benefits for vehicles, worker's compensation and all medical, dental, and vision benefits for the city employees.
- Responsible for enrolling new employees in all city plans and updating information throughout the year.
- Assists employees with open enrollment and makes sure they are informed of any changes to insurance benefits or premium costs.
- Makes sure all benefit premiums are paid monthly and by the due date.
- Contact worker's comp. carrier and fill out the first report of injury when an accident may occur and keep them informed of any bills or lost time accidents.
- Call insurance company for any vehicle accident claims and give them a point of contact when necessary.
- Keeps up to date on pension requirements for the city employees and police.
- Performs mathematical calculations relative to property taxes, utilities, licensing fees, penalties and interest.
- Assist with monthly, quarterly, and annually accounts receivable billings as needed.
- Assist with accounts payable
  - Enter invoices into finance module
  - Reconcile monthly billing statements
  - Prepare check runs on an as needed basis

- Code invoices and disburse to appropriate departments for approval upon receipt
- Assists City Manager, City Clerk, Clerk of Council, and Finance Director with miscellaneous tasks as needed
- Assists Administrative Assistant with receiving payments when needed and performs the duties when Administrative Assistant is absent.
- Must be familiar with Contractor, Business and Rental License and be able to complete paperwork and issue licenses.
- Answers phone concerning utility billing and tax billing and helping residents with their concerns.
- Close out cash drawer
- Attends safety meetings as required for DFIT the Insurance Program
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.
- Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports, and provide supporting documentation.
- Creates word processing documents; creates and maintains databases typically using Excel or similar software packages; creates and maintains spreadsheets; creates original presentations using software packages.
- Performs related work as required.

### **Supervision Received:**

Works under the general supervision of the City Manager.

## **REQUIREMENTS**

### **Knowledge, Skills and Abilities:**

- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing; Ability to prepare written reports and give verbal presentations.
- Working knowledge of general accounting procedures.
- Ability to maintain efficient and effective systems and procedures.
- Ability to follow oral and written directions and instructions.
- Ability to maintain a high degree of confidentiality regarding material of potentially sensitive nature.
- Knowledge of computerized applications.
- Working knowledge of City, County, State, and Federal government activity.
- Ability to present a professional image.
- Knowledge of modern office practices and procedures.
- Must maintain high levels of accuracy and organizational skills.
- Order supplies for City Hall, Library, Parks & Recreation, and Public Works.

- Make sure all supplies are available for billing procedures and mailing.

### **Desired Education & Experience**

- A high school diploma or equivalent; and
- Two (2) years of related experience in the Human Resources and employee benefits field; or
- Any equivalent combination of education and progressively responsible experience.

### **Special Requirements:**

Must be bondable and able to obtain a current successful Criminal History Back Ground check. Must have a valid driver's license.

### **Tools & Equipment Used:**

Personal computer, including word processing, spreadsheet and data base software (currently MS Office), phone, copy machine, fax machine. Be able to use the mail inserting machine and postage machine to mail bills etc.

### **Physical Requirements**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions. Individual must possess the ability to observe and follow all safety rules and acts that are presented in the personnel policy manual.

The employee must occasionally lift and/or move objects up to 5 or more pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is relatively quiet.

### **SELECTION GUIDELINES**

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is recommended by the City Manager to the Personnel Committee and City Council for final action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Manager

Effective Date:

Revision History: